

Setting Up Your Wikispaces Wiki

If you are a teacher, to begin your new Wiki you need to go to

<http://www.wikispaces.com/site/for/teachers>

The screenshot shows the Wikispaces website header with the logo and navigation links. The main content area is titled 'Wikispaces for Educators' and includes a 'Join Now' section. The form asks for Username, Password, and Email Address. It also includes a checkbox for 'Make a Space?' and a 'Join' button. A quote from Vicki Davis is visible: "I have used countless technological tools -- but I have never found a tool so useful in the educational process."

You will need to enter:

- a **Username** (ie rachelboyd)
- a **Password** – that you will remember (must be at least 6 characters long)
- your **Email Address**

Create a Space – click on yes ☒ Yes ☐ No

This is a close-up of the 'Join Now' form. The first four fields are circled in red: 1. Username, 2. Password, 3. Email Address, and 4. Make a Space? (with radio buttons for Yes and No). Below these are fields for Space Name, Space Visibility, and Educational Use.

Next choose **Space Name**

This is where your wiki can be found on the Internet,
eg. <http://yourspaceName.wikispaces.com>

To start with you probably want to set your wiki to protected:

☒ Protected (free)

Then click the box to confirm it will be used for educational purposes.

Next click

Join

This is another close-up of the 'Join Now' form. The '5. Space Name' field is circled in red. The form also shows the '6. Space Visibility' section with radio buttons for Public (free), Protected (free), and Private (free for educators otherwise \$5/month). The '7. Educational Use' section includes a checkbox for 'I certify this space will be used for K-12 education.' and a 'Join' button.

NOW...

Record your username, password, email you registered with and your space name here after they have been confirmed.

This is to ensure you have a record if you forget this valuable info.

Username:

Password:

Email registered with:

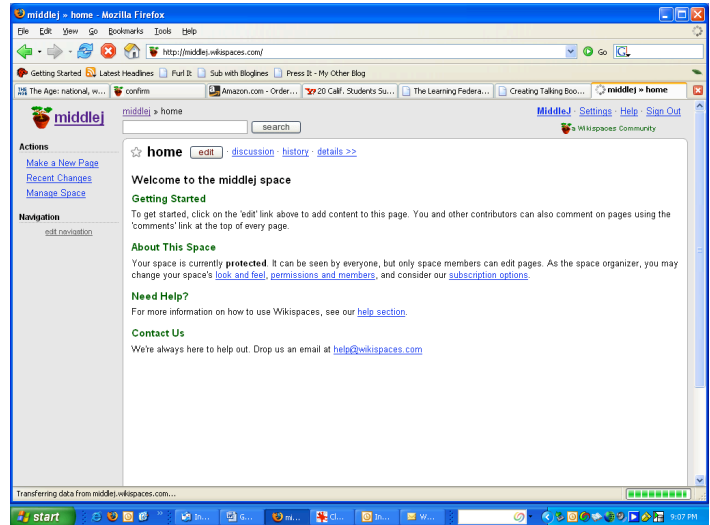
Space name:

This is found @
<http://yourspaceName.wikispaces.com>

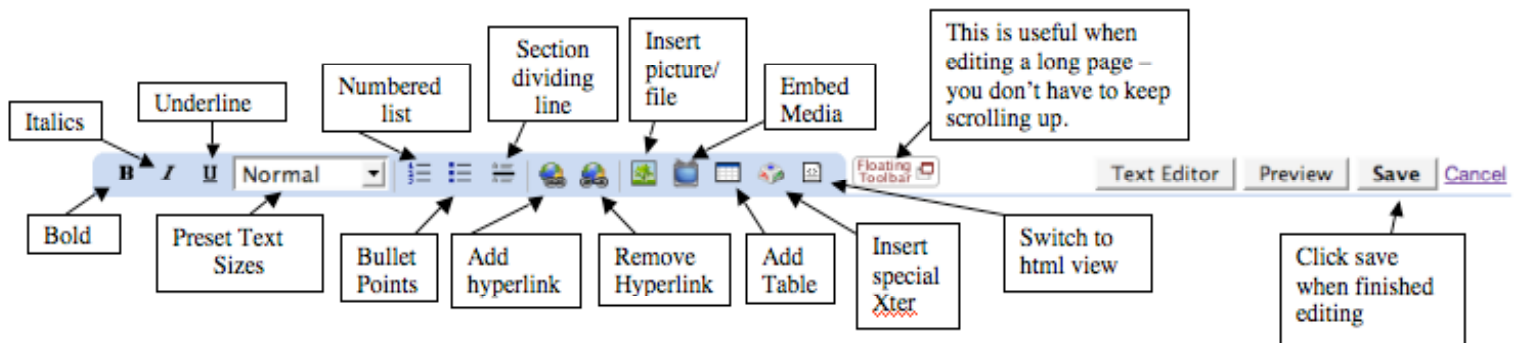
Your home page will then open up.

This page, like any other wiki page, is completely editable.

You can add/change content by clicking on the **edit** button.



The editing toolbar

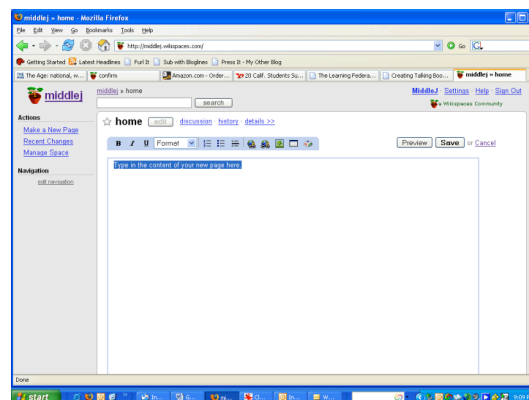


Adding Content

Using the toolbar you can add your content just like you would a word document

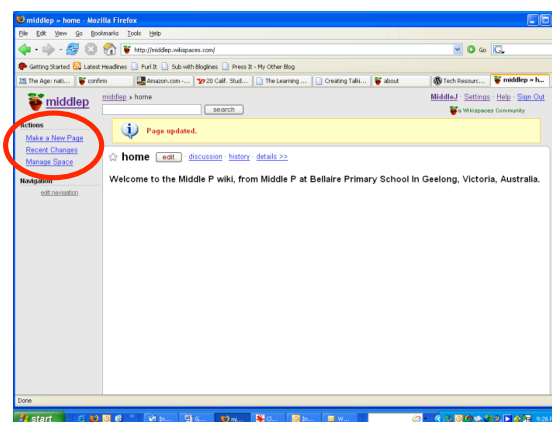
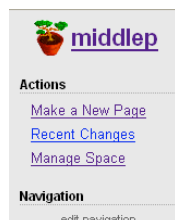


Once you have composed your message you can select to:



Now that you have entered some text you can start to create new pages. This can be done in two ways.

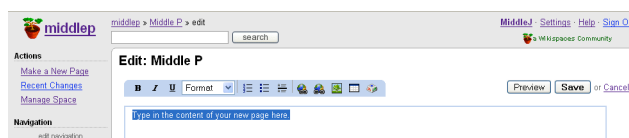
One is by choosing **Make a New Page** from the Actions Menu



You need to enter a name for your new page before pressing the **Create** button.




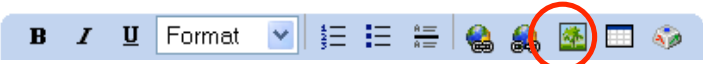

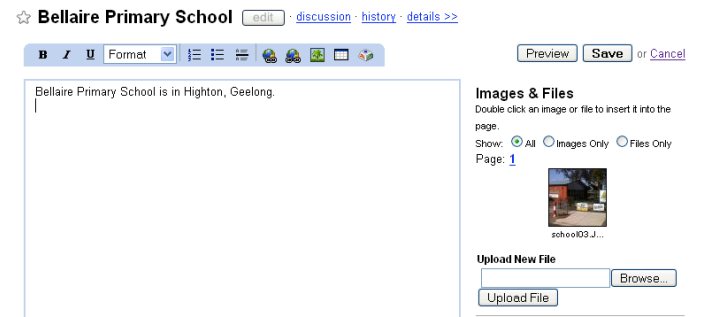
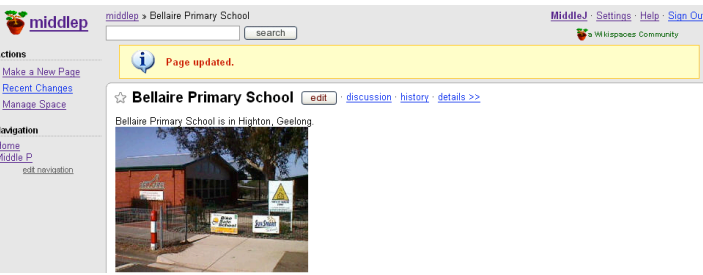
Your new page will open up in an Edit mode. Here you can enter the information you wish. When finished, ensure you press **Save**.




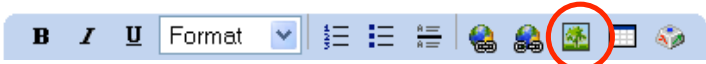
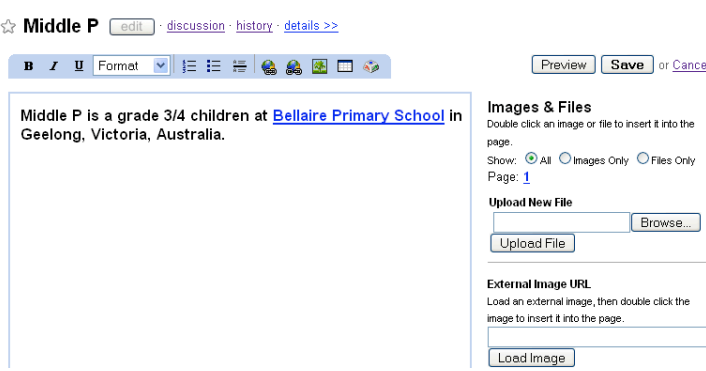
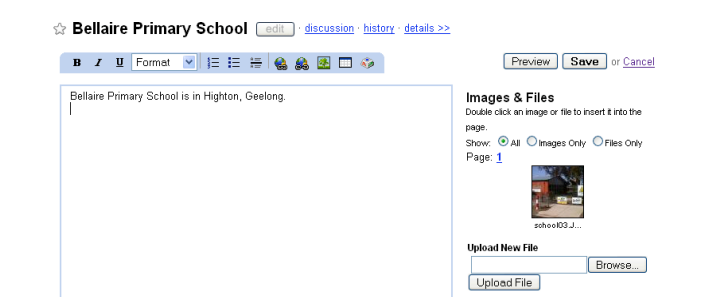
You will see a message confirming your page has been updated.



Adding Images

<p>To add an image to your wiki you need to go to the Edit page for the page where you will be working. Next click on the image tool .</p>	
<p>The Images & Files pane will open where you need to click Browse... and select your picture.</p> <p>Click Upload File</p>	
<p>To insert the picture on the page need to insert the cursor where you want to place the picture and double click on the image.</p>	
<p>When you click Save, the page will update with the picture on it.</p>	

Adding Files

<p>To add a file to your wiki you need to Edit page and click the image tool .</p>	
<p>The Images & Files pane will open where you need to click Browse... and select your file.</p> <p>Click Upload File</p>	
<p>To insert the file on the page need to insert the cursor where you want to place the picture before double clicking on the image.</p>	

Easiest way to add members (eg your class) to your wiki

If you don't want your students to have to create accounts themselves, just email help@wikispaces.com with a list of usernames, email addresses (if you have them - if you don't just leave them out), and passwords in the following format and they'll create the accounts for you.

```
user1,email1@address.com,password1
user2,email2@address.com,password2
user3,email3@address.com,password3
```

A few important notes that will help Wikispaces create these accounts for you quickly:

Info from Wikispaces.com:

Usernames

We have a large number of accounts on Wikispaces, so many combinations of first names, last names, and initials are already taken. It's much more likely we can make all the accounts you ask if you add a school identifier to your students' usernames. For example, if your school is called John Smith High, instead of asking us for the usernames, adam, james, and dom, we recommend jsh-adam, jsh-james, and jsh-dom.

Length of Usernames and Passwords,

Please make sure that usernames are at least 3 characters long (we allow letters, numbers, underscores _, or dashes -) and that passwords are at least 6 characters long.

Which Space?

Finally, make sure to let us know which spaces we should add them to as members.